



**DEPARTMENT OF THE AIR FORCE**  
AIR UNIVERSITY (AETC)

6-Nov-01

**MEMORANDUM FOR INCOMING STUDENTS**

**FROM:** AFIT/LSA  
2950 P Street  
Wright-Patterson AFB, OH 45433-7765

**SUBJECT:** Welcome Letter for Professional Continuing Education (PCE) Program

1. On behalf of the AFIT faculty and staff, I would like to welcome you to AFIT's PCE Program. You are officially enrolled in the course listed below. Please read these instructions carefully to answer many of your initial questions.

**COURSE TITLE:** INDUSTRIAL MAINTENANCE MANAGEMENT (LOG 131-02B)

**CLASS LOCATION:** AREA B/BLDG 641/ROOM 200

**START DAY & HOUR:** MONDAY, 07 JAN 2002 @ 0800

**END DAY & HOUR:** FRIDAY, 18 JAN 2002 @ 1100

**COURSE MANAGER/PHONE #:** Amn April Bivens  
(Administrative/Facility Questions) DSN: 785-7777 EXT. 3236 COM: (937) 255-7777 EXT. 3236  
EMAIL: april.bivens@afit.edu

**COURSE INSTRUCTOR:** Lt Col Metscher/Capt Leggett  
(Curriculum/Technical Questions) DSN: 785-7777 EXT. 3221 COM: (937) 255-7777 EXT. 3221  
EMAIL: Donald.metscher@afit.edu/wayne.leggett@afit.edu

2. My staff and I are eager to do everything within our power to make your stay with us a positive experience. If you have special needs concerning your attendance, please contact either your Course Manager at the number listed above or myself at DSN 785-7777, ext. 3265 or commercial (937) 255-7777, ext. 3265.

3. We have included driving instructions to Wright-Patterson and a base entry information letter. Please take the time to complete the information sheet on contacting PCE students and leave it with those at your home or office who may need to contact you in case of emergency. Good luck with your class and call if we can be of service.

MAURY HERANDEZ  
Chief, Student Operations  
School of Systems and Logistics

**Attachments:**

1. Reporting Instructions
2. Contacting PCE Student
3. Directions to VOQ
4. Map
5. Base Entry Letter

Check out our website @ <http://ls.afit.edu/>